

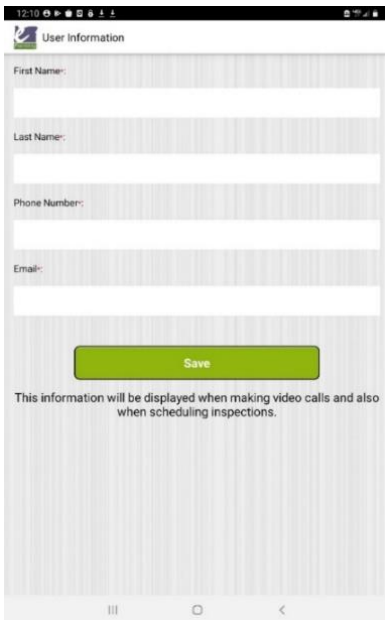
Using the Android ePermitting App

How to download the Android Oregon ePermitting App

Visit the **Google Play store** and search for **Oregon ePermitting**. Tap **Download**.

The first time you use the app, you will need to fill in **User Information**. This information is required for the app to work, helps the inspector know who they are communicating with, and will auto-fill with the user information you enter when scheduling an inspection.

Note: User Information can be changed later by clicking the action button (three dots) at top right of screen.



12:19

User Information

First Name:

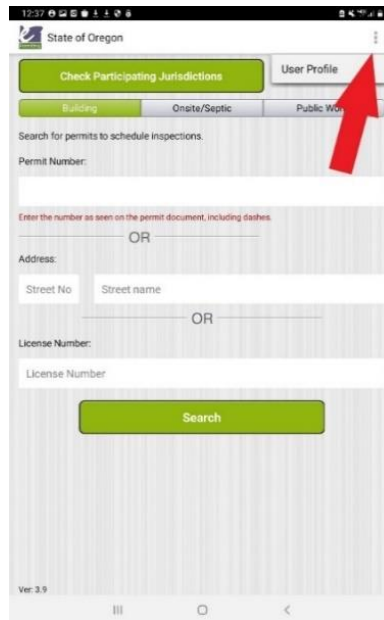
Last Name:

Phone Number:

Email:

Save

This information will be displayed when making video calls and also when scheduling inspections.



12:37

State of Oregon

Check Participating Jurisdictions

User Profile

Building Onsite/Septic Public Works

Search for permits to schedule inspections.

Permit Number:

Enter the number as seen on the permit document, including dashes.

OR

Address:

Street No Street name

OR

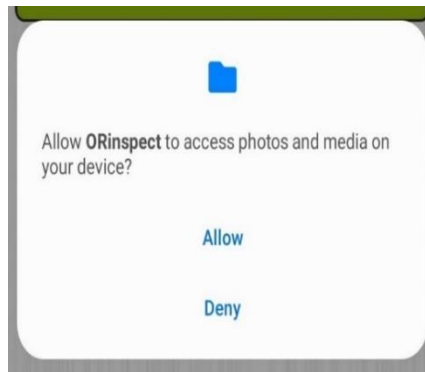
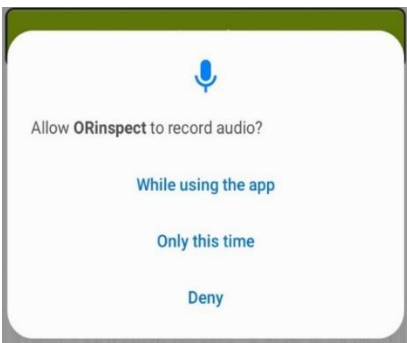
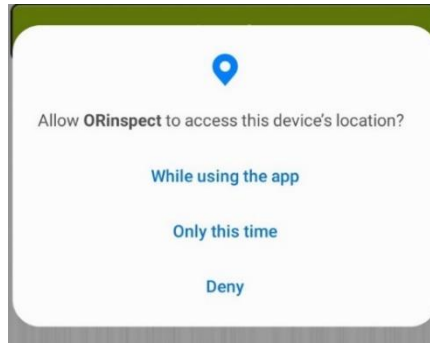
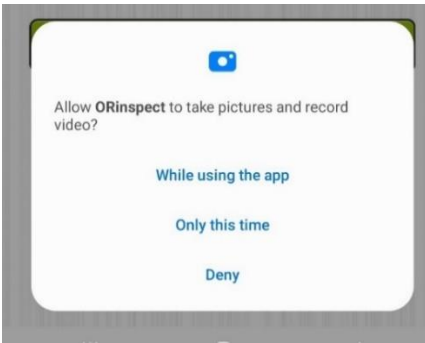
License Number:

License Number

Search

Ver: 3.9

You will also be asked a series of questions about allowing the app to access your device's photos, audio and media, and to allow the app to send you notifications. Select the option "while using the app" or "allow" when asked for all of these questions. The app must have these permissions to function properly.



From the home screen of the app, you can search for a permit using the Permit Number, Address, or License Number.

1:09

State of Oregon

Check Participating Jurisdictions

Building Onsite/Septic Public Works

Search for permits to schedule inspections.

Permit Number:

Permit Number

Enter the number as seen on the permit document, including dashes.

OR

Address:

Street No Street name

OR

License Number:

License Number

Search

Ver: 3.9

Important: We recommend searching by the permit number or address; this will reduce scrolling. Searching by license number will include all open and closed permits.

Once you have found a record, you will see options for:

Inspection History: Shows resulted and scheduled inspections.

Scheduled Inspections: Shows all scheduled inspections for the permit/record.

Schedule A New Inspection: Where a new inspection can be scheduled.

12:19

State of Oregon

PERMITS SCHEDULED INSPECTIONS

2021-09-09

Permit Issued/Under Insp

Record No: 995-21-000089-ELEC

Permit Type: Commercial Electrical

Agency: OMEGA

Address: 911 KAILUA ST SE, SALEM, OR 97317

Description: TEST

Inspection History Scheduled Inspections

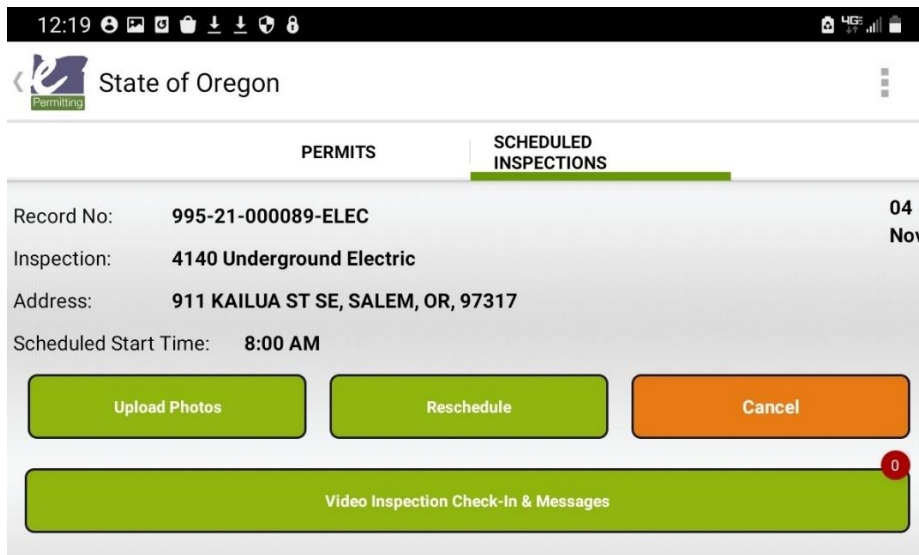
Schedule a new Inspection

Upload Photos: When an inspector requests photos for an inspection, you can use this button to attach photos for the inspector to review.

Reschedule: If you need to request another inspection date.

Cancel: If the installation is not ready for inspection.

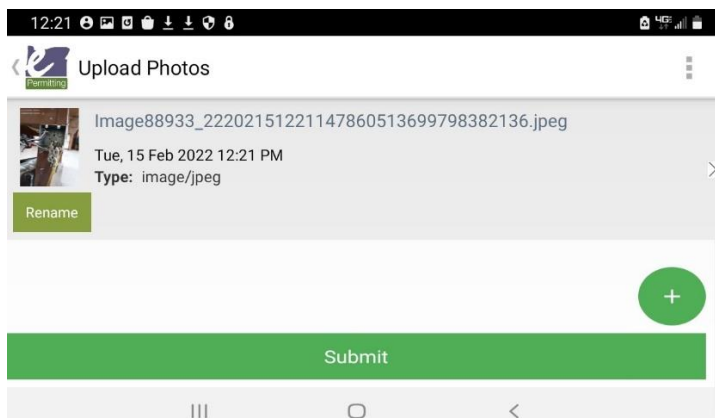
Video Inspection Check-In & Messages: Receive and send messages to the inspector. This is also where a video inspection will be started.



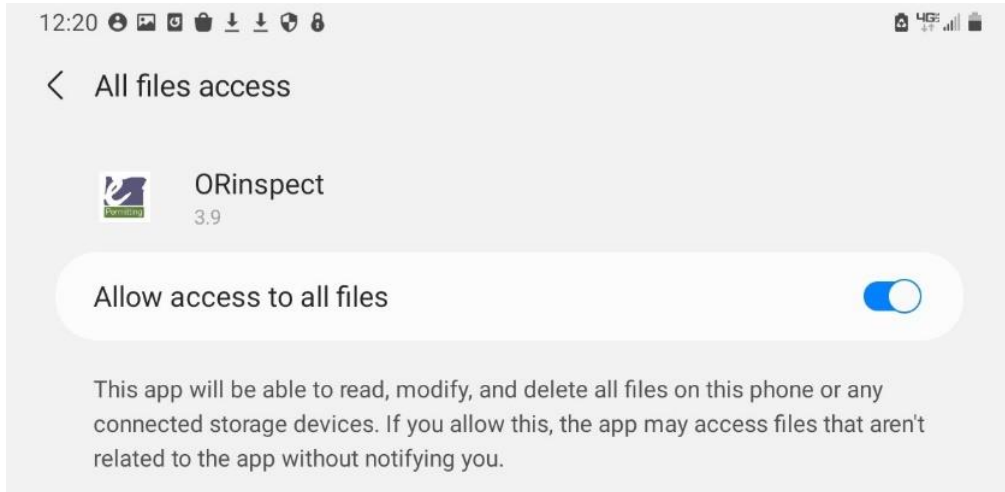
You need to have scheduled an inspection to upload photos. If the inspector requests photos and you do not have a scheduled inspection, you can schedule one using the app, then upload photos.

How to upload photos:

1. Select Upload Photos.
2. Select the Plus button. You can take pictures or upload pictures.



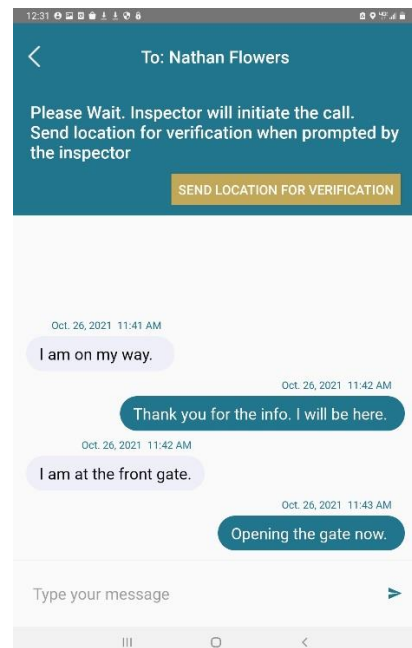
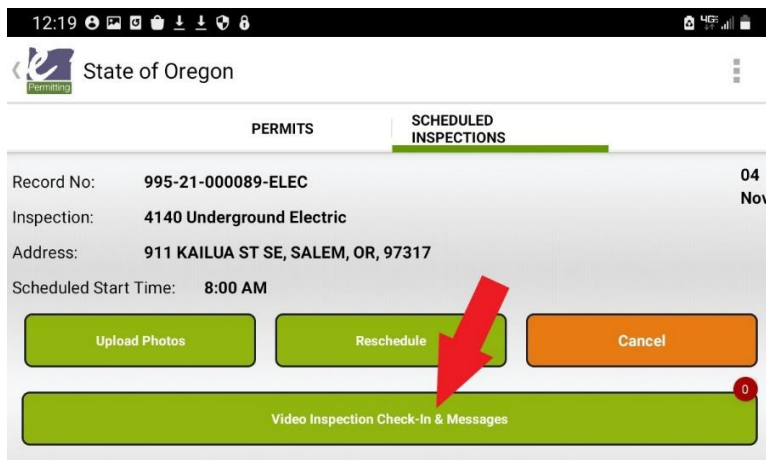
3. If this is your first time uploading photos, you will need to allow the app to access your camera and all photos.



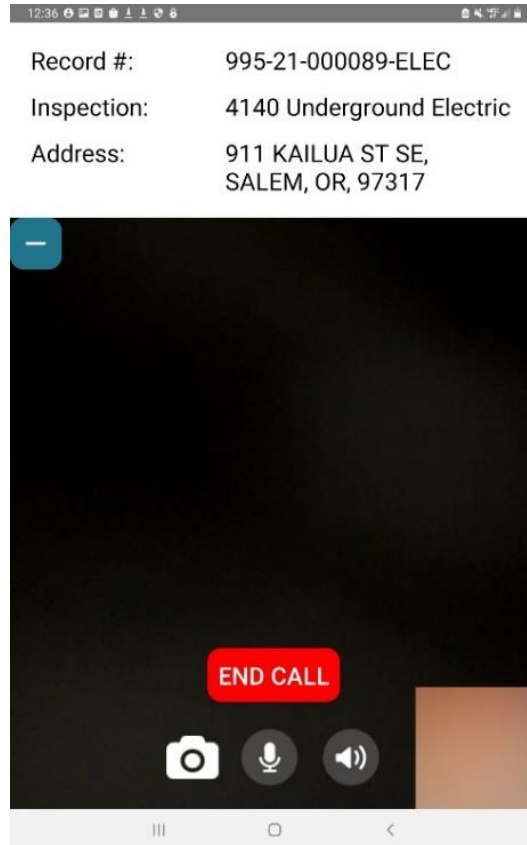
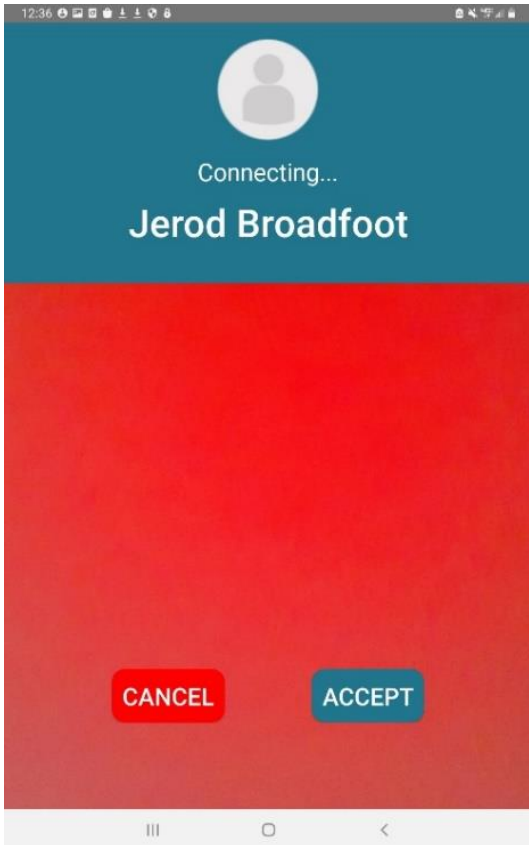
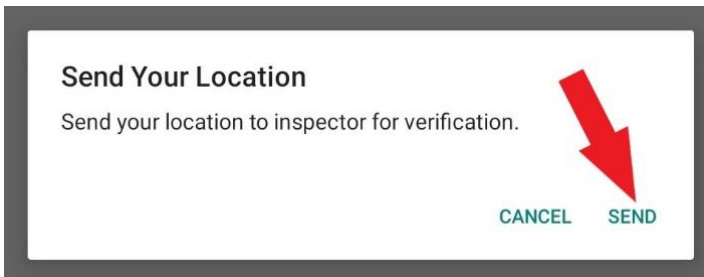
4. Select **Rename** if you want to rename the pictures.
5. To delete a photo, select the action button (top right – three dots), then **Edit** and select the trash can icon to delete a photo.
6. Select **Submit** once all the pictures loaded so the inspector can see them.

In **Video Inspection Check-In & Messages**, there is a live chat and live video inspection option with the inspector.

You will need to have the **Video Inspection Check-In & Messages page** open to chat and when the inspector is ready to start a video inspection.



Before the video inspection, the inspector will send a location verification. This is to verify that you are at the location of the inspection. **You must be in Video Inspection Check-In & Messages to see the verification pop up.**



Accept the call from the inspector and then the video call will begin. If you get disconnected or have any issues, follow the same steps and use the messaging function in the app to communicate with the inspector.

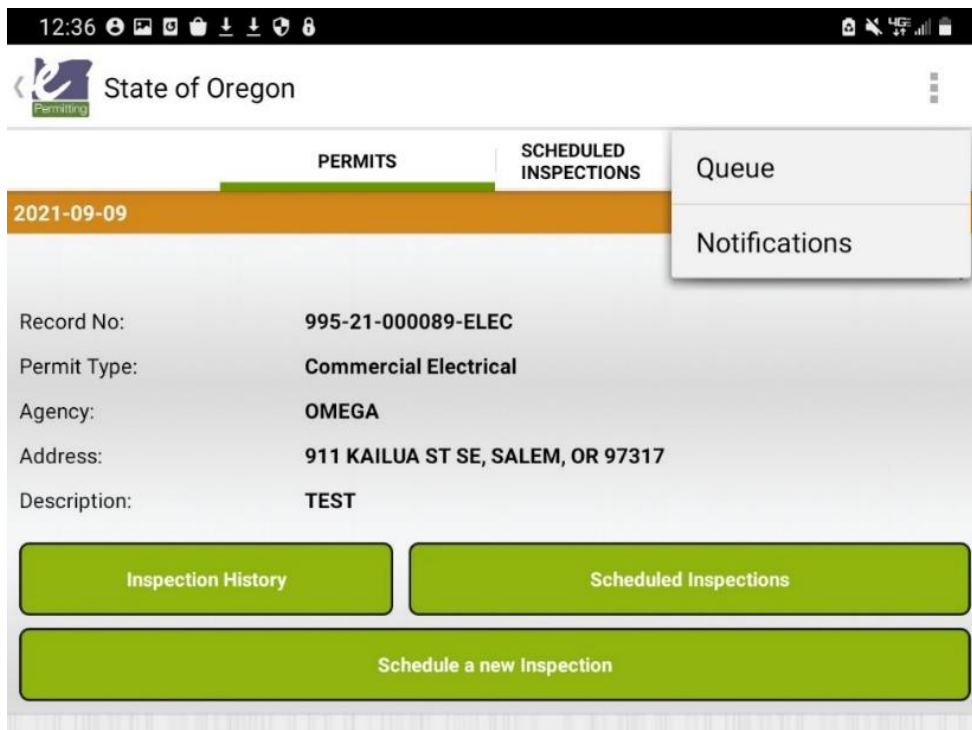
Menu Overview

Queue – Any photos uploaded from the app will go into the queue. If you have service they will process and submit immediately. If you are in poor service or have no service they will remain in the queue until service is re-established and will then be sent.

Notifications – Notifications will be sent to your device via the app. In order for notifications to work, you **MUST** first search for the permit number or address of the permit from the app. For example, a contractor pulls a new permit, then must search for that permit number or address in order to register it on the app and receive notifications. Notifications will auto-delete after 7 days.

Help – This will take you to an external link with contact information and training resources for the app. This page is currently under construction.

Documents – PDF documents with instructions on how to use the app.



The screenshot shows the State of Oregon Permitting app interface. At the top, there is a status bar with the time 12:36 and various icons. Below the status bar is the app header with the State of Oregon logo and the text "State of Oregon". The main content area is divided into two tabs: "PERMITS" and "SCHEDULED INSPECTIONS". The "PERMITS" tab is active, and a menu is open over it, showing "Queue" and "Notifications" options. Below the tabs, there is a date "2021-09-09" and a list of permit details: Record No: 995-21-000089-ELEC, Permit Type: Commercial Electrical, Agency: OMEGA, Address: 911 KAILUA ST SE, SALEM, OR 97317, and Description: TEST. At the bottom, there are three green buttons: "Inspection History", "Scheduled Inspections", and "Schedule a new Inspection".

Turning Off Notifications is NOT RECOMMENDED for this App

While notifications can be turned off on any device you use, if they are turned off here you will NOT receive any notifications from the inspector with updates or inspection results. Turning off notifications is NOT recommended. If you do wish to turn off notifications anyways, go to your device settings and access the Apps section. From there scroll until you see the **Oregon ePermitting App** icon and select it. From there you can choose notifications to turn them off or modify the icon badges.

